



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Administrative Assistant (Human Resources)**

Position Type: Classified	Department: Human Resources
Salary Schedule: Classified	Reports to: Deputy Superintendent of Human Resources
Salary Range: Range 34	
Term of Employment: 12 months	Date: April 23, 2020
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist the Deputy Superintendent of Human Resources in providing the District an efficient and effective personnel system.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Coordinates certified/administrative recruitment procedures including preparation of job postings, placement of classified ads and/or job orders with employment agencies, regional consortiums and universities.
- Assists the Deputy Superintendent of Human Resources in screening and reviewing administrative applications received and identifying likely candidates.
- Schedules and facilitates paper screenings, screening interviews, and team interviews for all administrative positions.
- Organizes and processes all necessary paperwork for the Governing Board meetings and updates.
- Records notes from oral dictation or as a recording secretary to a group; transcribes and types correspondence, reports, minutes or other recorded narrative from rough draft; composes correspondence as directed.
- Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans or actions to be taken, making decisions.
- Provides assistance and guidance to administrators/supervisors as requested in matters relating to employee relations.
- Assists in the management of the negotiations process including revision of certified handbook and other personnel manuals.

- Carries out departmental tasks which require implementation of functions within the department including contact with employees, applicants, the media, universities, and the general public and attends meetings on behalf of supervisor.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by telephone, email or in person.
- Processes paperwork for employee status changes, assists in the information for reports and Board agendas.
- Conducts pre-employment background checks including references and records verifications.
- Assists with development and monitoring of department budget.
- Creates and maintains computerized files within shared platforms such as Google.
- Maintains a calendar for administrator/supervisor.
- Manages Open Enrollment website and applications processes. Includes Deputy Superintendent of HR in problem solving.
- Facilitates all employee groups Performance Pay Plan implementation and reports for payment.
- Assists HR Deputy Superintendent with required HR information required in Cabinet level programs and systems such as Cabinet Share Drawer, VIBE and DV Air.
- Responsible for staffing timelines/schedules.
- Maintains HR Department Absence Reporting and Kronos.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises staff as assigned.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- Three to five years related experience and/or training.
- Equivalent combination of education and experience.
- Experience as an educational or Human Resources secretary preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.